

HAZARDOUS MATERIALS COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The position of this class involves highly responsible administrative and supervisory work in the direction of the Hazardous Materials Division of the fire department. Work includes the supervision and direction of all department employees when they are assigned for training in hazardous materials or when they are handling a hazardous materials emergency. The Hazardous Materials Coordinator personally responds to emergency calls involving hazardous materials and directs and assists in the work of line fire companies responding to such incidents. The Coordinator of this division also develops and directs a training program in hazardous materials for the entire department, oversees maintenance of all division records and reports, and assists in budget preparation and all other administrative functions assigned. The Hazardous Materials Coordinator reports directly to the Deputy Fire Chief who reviews and directs the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises all employees of the department when they are assigned for training in hazardous materials or when they are handling a hazardous materials incident;

Researches all new literature on hazardous materials for use in preparing training materials and for developing new procedures for use in hazardous materials incidents; writes specifications for equipment to be used by the Hazardous Materials Division;

Prepares the budget for the Hazardous Materials Division for use by the Fire Chief in preparing the total departmental budget; makes policy decisions for the Hazardous Materials Division with the approval of the Deputy Fire Chief.

Coordinates the work of the Hazardous Materials Division with all other divisions of the fire department and with related federal, state, and local fire agencies and institutions;

Performs all duties also assigned to hazardous materials officers at the scene of a fire or emergency involving hazardous materials, including directing firefighting efforts of responding line companies, operating hazardous materials unit and equipment, and coordinating the work of any individuals or specialized agencies called out for assistance;

Directs training of all department personnel in the handling of hazardous materials; develops training material and training tests; personally teaches hazardous materials subjects at the drill field and in company training at fire stations;

Maintains and oversees the maintenance of all records and reports required of the Hazardous Materials Division; personally keeps records and writes required reports on all work of the division;

Handles media questions concerning hazardous materials; gives talks, lectures, and demonstrations to civic groups, schools, etc; attends schools and training courses on new developments in any areas involving hazardous materials; handles correspondence with industry and with outside agencies on the work of the Hazardous Materials Division and any related subjects;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have not less than three (3) years of experience in fire fighting, fire prevention, or training as a member of a full-time, paid fire department.

Must have a valid Louisiana driver's license or a current driver's license from another state at the time of appointment.

SPECIAL QUALIFICATION REQUIREMENTS

Must be a certified Hazardous Materials Technician.

Must have not less than three (3) years experience in a supervisory position.

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